

ADMINISTRATIVE INTERNAL USE ONLY

21 JUL 1980

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, E Career Service

FROM : Harry E. Fitzwater
Director of Personnel Policy, Planning,
and Management

SUBJECT : FY 1981 Annual Personnel Plan

1. Attached are forms and instructions for preparing the FY 1981 Annual Personnel Plan (APP) which will be due 8 September 1980. The APP will now be distinct from the Annual Personnel Report (APR) which will be prepared in October.

2. We have reduced the length of the APP, simplified it and linked it more closely with the five major personnel planning and reporting instruments (APP/APR, Affirmative Action Plan/Report, Advance Staffing Plan, Senior Officer Development Plan/Report, and Annual Training Plan). In doing so we have obtained your Career Service input and concurrence through your representative to the Personnel Management Advisory Board. Although we have simplified the planning requirement as part of the new Senior Officer Development Program, you should be aware of the need to continue to plan for and keep track of rotational and other developmental activities for employees below the GS-13-15 level.

3. We expect to be providing each Career Service before 15 August with a projection of gains and losses for FY 1981. This should be used in the preparation of both the APP and Advance Staffing Plan (ASP). By the concurrent preparation of these related reports, we hope your personnel management planning will be enhanced. While the target date for the ASP is 15 August, the receipt of the gains and losses projections and the concurrent preparation of the APP and ASP may cause some difficulty in meeting that date. We would appreciate the receipt of the ASP as early as possible after 15 August and no later than 8 September.

4. We are able this year to offer selected offices greater assistance in the preparation of their personnel projections, and invite your use of this service. I also welcome any comments and suggestions you might have regarding our efforts to improve the effectiveness of this aspect of personnel management planning.

Harry E. Fitzwater

Harry E. Fitzwater

Attachments

Distribution:

- 0 - DDA
- 1 - ea. DDNFA, DDO, DDS&T
Chairman, E CS
- 2 - D/PPPM
- 1 - PMES Subject
- 1 - PMES Chrono